

**THE MINUTES OF THE REGULAR MEETING OF THE MAYOR AND
CITY COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, AZ
HELD ON THIS 16th DAY OF NOVEMBER 2017**

CALL TO ORDER - Mayor Michael Laws called the meeting to order at 6:30 p.m.

ROLL CALL - City Clerk Crystal Hadfield called the roll.

PRESENT

Mayor Michael J. Laws
Vice Mayor Terry Rowden
Councilman Gerald "Sam" Lindsey
Councilman Robert A. Irvin
Councilman Elwood "Woody" A. Johnson
Councilman Timothy A. Bowlby
Councilwoman Rachel D. Garza

STAFF

City Manager Ted Soltis
City Attorney Ann Roberts
Finance Director/City Clerk Crystal Hadfield
Public Safety Director Jose Rios

PLEDGE OF ALLEGIANCE TO THE FLAG - Led by Mayor Laws

CALL TO THE PUBLIC – Gayle Caulton invited the Council to see Arvel Bird perform on Friday, December 1st at 7:00 p.m. at the Willcox Historic Theater. Ms. Caulton gave a brief history of Arvel Bird and handed out an invitation to Council.

DECLARATION ON CONFLICT OF INTEREST – None

ADOPTION OF THE AGENDA

MOTION: Vice Mayor Rowden made a motion to adopt the agenda as presented.

SECONDED: Councilmember Bowlby seconded the motion.

MOTION CARRIED

APPROVE THE OCTOBER 19, 2017 COUNCIL MEETING MINUTES

MOTION: Councilmember Bowlby made a motion to approve the October 19, 2017 Council meeting minutes.

SECONDED: Councilmember Lindsey seconded the motion.

MOTION CARRIED

**APPROVE STREET CLOSURE REQUEST FOR THE CHRISTMAS LIGHTED PARADE TO BE HELD ON
DECEMBER 2ND**

MOTION: Vice Mayor Rowden made a motion to approve a street closure request for the Christmas Lighted Parade to be held on December 2nd.

SECONDED: Councilmember Bowlby seconded the motion.

MOTION CARRIED

CHAMBER OF COMMERCE UPDATE: ALAN BAKER

Alan Baker reported to Council on recent and upcoming events in Willcox. Baker reported on recent advertising showcasing Willcox. Baker gave a brief financial report which was handed out to Councilmembers. Baker answered several questions from Council regarding financials and advertising.

1ST QUARTER FINANCIAL REPORT: CRYSTAL HADFIELD

Crystal Hadfield gave the 1st quarter financial report by fund and answered questions from Councilmembers. Hadfield discussed how old debt is being paid off and how it is exciting to see the financial progress that is being made.

CITY MANAGER REPORT

- The Wine Festival was very successful. City Manager Soltis thanked everyone involved in making it a success.
- Soltis recently attended his first International City/County Management Association (ICMA) conference in San Antonio. It was a great conference with great networking. Soltis thanked Council for making it possible for him to attend.
- Soltis went to a Next Generation Leadership conference and participated as a coach.

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- Last week was our audit. We have not set a date for the report; however, it will probably be sometime in February. This is our last contracted year with our auditors so we will be going out to bid soon for an audit contract.
- The Veteran's Day parade was successful. Soltis thanked Connie Dunham and those involved for making it a success. The F-16 fly-over was great.
- We will have Wilson Engineers come and give a detailed update on the wastewater treatment plant soon.
- Recently, the Arizona Department of Environmental Quality (ADEQ) recommended some adjustments that we need to treat the wastewater. Those adjustments have been made and are working.
- We should be hearing something from the Arizona Department of Transportation (ADOT) soon about the Keiller Park Trail grant.
- We installed two new picnic tables at Gonzales Park. We are picking up the basketball hoop tomorrow and it will be installed sometime next week. A ribbon cutting ceremony is forthcoming.
- The Governor's Office of Highway Safety (GOHS) approved a grant for a new speed trailer. It can be used for a variety of things and is much more advanced than the old trailer. It has the capability to display different messages and hold historical data.
- ADOT is still reviewing a grant for sidewalk work along Rex Allen Drive, Haskell Ave., and Maley St. The funding is federal, therefore it takes time.
- The new light poles are in for the Police Department parking lot. The work will begin after Thanksgiving.
- The new fire truck was ordered. Soltis thanked the Fire Department for finding it at a great price. We have written many grants for the fire truck and have been unsuccessful. The new truck will replace much dated trucks in our inventory from 1986 and 1989.
- The animal shelter is going through a much needed refurb and deep clean. We are removing tiles and painting the floor, adding concrete to surround the building, and replacing furnishings. We are working in conjunction with the County. We will be using donations to complete the project. A ribbon cutting ceremony is forthcoming.
- We are in the process of refurbing the Christmas lights that are displayed on Haskell Ave. We are adding new garland and LED lights. We are also upgrading the lights in Railroad Park with LED commercial grade lights.
- We are developing a plan for the next phase of City cleanup. City property and commercial property have been cleaned up and next we will move on to private property. Soltis has discussed plans with the City Attorney, the Judge, and the Development Services department. Standard documents will be put in place. Code Enforcement has been in place; however, we are taking it up a notch to clean up the City for the greater good.

COMMENTS NOT FOR DISCUSSION FROM MAYOR AND COUNCIL MEMBERS

Councilmember Johnson said that the Veteran's Day parade gets bigger every year and it is neat to see how the community pulls together to recognize those that have fallen. Johnson recommended that we have a work session or general item to invite the public to discuss Code Enforcement procedures.

Councilmember Lindsey has missed a lot of activities going on. WASA is also putting together an opportunity for youth court for their community service sentences. They are implementing a group that will do work around town for people who cannot physically do it themselves. Lindsey mentioned that there is a SEAGO meeting tomorrow and if anyone has anything of interest, he will be happy to bring up.

Councilmember Bowlby mentioned that Saturday night is Cowboy/Cowgirl Madness which will have different competitions for the students to partake in. Bowlby mentioned that the number one priority in the community is cleanup and he is excited to see it happening and the work leading up to it has been outstanding.

Councilmember Garza said that Veteran's Day was a huge success. She is happy with the City cleanup and agrees that a work session is needed. Garza thanked the City for the gas leak work at the school. Earlier today there was a gas leak at the Middle School and the City took care of it quickly. Garza mentioned the traffic on Bisbee and is excited to see signage and the speed trailer in the works.

Vice Mayor Rowden reminded everyone that tomorrow night is Holiday House. Scholarships are awarded from the funds raised. Rowden thanked Carol and the Range News for the recent lighting article. Though Rowden missed the Veteran's Day Parade, she heard it was a great success. Connie Dunham had to contact the Pentagon to get the fly-over approved. Rowden gave kudos to the City for the cleanup and mentioned that the Economic Development

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Committee is concerned with cleanup as well. Rowden is looking forward to the Christmas Parade. Rowden then wished everyone a Happy Thanksgiving.

Mayor Laws said that a Veteran Marine stated that the fly-over was the sound of freedom. Laws is glad we are getting the new fire truck and at a significant savings. The shelter needs a facelift. Mayor Laws recently had family visit and they couldn't believe how good the City looks. Laws is glad that we are using quality lights for Christmas. As far as Code Enforcement, the code is in place and has been for some time. City Attorney Roberts mentioned that recently, the penalty provision was updated and that has opened the door for us to start putting in a consistent process in place. Soltis stated that the code has been in place, we just need to be more proactive.

ADJOURN

MOTION: Councilmember Bowlby made a motion to adjourn the meeting with no further business at 7:23 p.m.

SECONDED: Councilmember Lindsey seconded the motion.

MOTION CARRIED

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the regular meeting of the City Council of the City of Willcox held on the 16th day of November 2017. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 16th day of November 2017

City Clerk Crystal L. Hadfield

PASSED, APPROVED AND ADOPTED this 21st day of December 2017.

Mayor Michael J. Laws

ATTEST:

City Clerk Crystal L. Hadfield

CITY OF WILLCOX
Council Action Form

Agenda Item: 8

Tab Number: 2

Meeting Date:

December 21, 2017

Action:

Resolution

Ordinance

Other

Subject: Willcox

Quarterback Club License
Application

To: Mayor and City Council

From: Jose Rios, Police Chief

Discussion: The Willcox Quarterback Club is sponsoring a special event to be held at 115 South Haskell Avenue on December 21st from 5:00 p.m. to 2:00 a.m. Security will be provided by two Arizona Rangers. Liquor will be served by a licensed vendor.

Recommendation: Approve Special Event License Application for the Willcox Quarterback Club.

Fiscal Impact: \$0

Submitted by:


Jose Rios, Police Chief

Approved by:


Ted Soltis, City Manager



Arizona Department of Liquor Licenses and Control
 800 W Washington 5th Floor
 Phoenix, AZ 85007-2934
 www.azliquor.gov
 (602) 542-5141

FOR DLIC USE ONLY

Event Date(s):
Event time start/end:
CSR:
License:

APPLICATION FOR SPECIAL EVENT LICENSE
 Fee= \$25.00 per day for 1-10 days (consecutive)
 Cash Checks or Money Orders Only

A service fee of \$25.00 will be charged for all dishonored checks (A.R.S § 44-6852)

IMPORTANT INFORMATION: This document must be fully completed or it will be returned.

The Department of Liquor Licenses and Control must receive this application ten (10) business days prior to the event. If the special event will be held at a location without a permanent liquor license or if the event will be on any portion of a location that is not covered by the existing liquor license, this application must be approved by the local government before submission to the Department of Liquor Licenses and Control (see Section 12).

SECTION 1 Name of Organization: Willcox Quarterback Club

Name of Licensed Contractor **only** (if any): _____

SECTION 2 Non-Profit/IRS Tax Exempt Number: 81-2958579

SECTION 3 Event Location: Willcox, Arizona

Event Address: 115 S Haskell Ave. Willcox, Arizona 85643

SECTION 4 Applicant must be a member of the qualifying organization and authorized by an Officer, Director, or Chairperson of the Organization.

1. Applicant: Harguess Sammy Dean 08/16/1966
Last First Middle Date of Birth
2. Applicant's mailing address: 4401 W. Circle Hills Dr. Willcox Arizona 85643
Street City State Zip
3. Applicant's home/cell phone: (520) 507-2086 Applicant's business phone: (520) 384-6151
Area Code Phone Number Area Code Phone Number
4. Applicant's email address: dean@vtc.net

I, (Print Full Name) Sammy Dean Harguess declare that I am the APPLICANT filing this application as listed above. I have read the application and the contents and all statements are true, correct and complete.

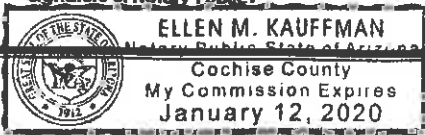
Sammy Dean Harguess President 12-13-17 520-507-2086
Signature Title/ Position Date Phone Number

The foregoing instrument was acknowledged before me this 13th DECEMBER 2017
Day Month Year

State Arizona County of Cochise

My Commission Expires on: Jan. 12, 2020
Date

Ellen M. Kauffman
Signature of Notary Public



SECTION 5 Regarding the Applicant's application for a special event permit, I hereby certify that the Organization meets the criteria in A.R.S. § 4-203.02(E) for the issuance of the permit as indicated by checking one of the boxes below.

- (1) The Applicant is a political party or a campaign committee supporting a candidate for public office. Please indicate the name of the candidate that the Applicant supports, the office that the candidate seeks, and the month and year that the applicant would first fill the office if successful.

Candidate: _____

Name	Office	Month/Year
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- (2) The Applicant is a non-profit entity organized in Arizona, or pursuant to the laws of another state that is eligible for designation as a nonprofit entity under Section 501(C) of the internal revenue code of the United States. If the Applicant is applying under option (2) as a nonprofit entity, **please also INITIAL in the space provided next to all following statements to indicate that, to the best of the applicant's knowledge, they are true and correct.**

SDH The Applicant has received a determination letter from the Internal Revenue Service ("IRS") indicating that it is eligible for designation as a nonprofit entity under Section 501(C), eligibility or will be eligible on all days that the special event will occur, or has a pending application with the IRS for such treatment that has not been resolved but that will retroactively cover all days that the special event will occur. (Please provide a copy of either the IRS determination letter or the application [without attachments] with this application).

SDH The Applicant is not aware of any action by the IRS to revoke, suspend, or otherwise eliminate the Applicant's eligibility under 501(C), or if there is a pending application, the Applicant has not received any indication that the IRS will deny its application and has a good faith basis formed upon a reasonable inquiry into IRS regulations, guidelines, and forms that it is eligible under 501(C).

SDH The Applicant understands that if there is a change in circumstances after completing this form that may cause or has caused it to lose its eligibility under 501(C), whether before or after receiving an IRS determination letter, that it has an affirmative duty to notify the Department of Liquor, which may then take appropriate action with regard to the loss of eligibility.

To be completed only by an Officer, Director, or Chairperson of the organization.

I, (Print Full Name) Sammy Dean Harguess declare that I am an Officer, Director, or Chairperson of the organization filing this application as listed above. I have read the application and the contents and all statements are true, correct and complete.


X *Sammy Dean Harguess* Signature President Title/ Position 12-13-17 Date 520-507-2086 Phone Number

The foregoing instrument was acknowledged before me this 13th Day December Month 2017 Year

State Arizona County of Cochise

My Commission Expires on January 12, 2020

Quyn Kauff Signature of Notary Public



SECTION 6 Will this event be held on a currently licensed premise and within the already approved premises? Yes No
 (If yes, Local Governing Body Signature **not** required)

Name of Business

License Number

Phone (Include Area Code)

SECTION 7 How is this special event going to conduct all dispensing, serving, and selling of spirituous liquors? Please read R-19-318 for explanation and check one of the following boxes.

- Place license in non-use
- Dispense and serve all spirituous liquors under retailer's license
- Dispense and serve all spirituous liquors under special event
- Split premise between special event and retail location

(IF USING RETAIL LICENSE, PLEASE SUBMIT A LETTER OF AGREEMENT FROM THE AGENT/OWNER OF THE LICENSED PREMISES TO SUSPEND OR RUN CONCURRENT WITH THE PERMANENT LICENSE DURING THE EVENT. IF THE SPECIAL EVENT IS ONLY USING A PORTION OF THE PREMISES, AGENT/OWNER WILL NEED TO SUSPEND THAT PORTION OF THE PREMISES.)

SECTION 8

What is the purpose of this event? On-site consumption Off-site (auction/wine/distilled spirits pull) Both

SECTION 9

1. Has the applicant been convicted of a felony, or had a liquor license revoked within the last five (5) years?
 Yes No (If yes, attach explanation.)

2. How many special event days have been issued to this organization during the calendar year? None
(The number cannot exceed 10 days per year.)

3. Is the organization using the services of a promoter or other person to manage the sale or service of alcohol? Yes No
(If yes, must be a licensed contractor or licensee of series 6, 7, 11, or 12)

4. List all people and organizations who will receive the proceeds. Account for 100% of the proceeds. The organization applying must receive 25% of the gross revenues of the special event liquor sales. Attach an additional page if necessary.

Name Willcox Quarterback Club Percentage: 100

Address 4401 W. Circle Hills Dr. Willcox Arizona 85643

Name _____ Percentage: _____

Address _____
Street City State Zip

Please read A.R.S. § 4-203.02 Special event license: rules and R19-1-205 Requirements for a Special Event License.

Note: ALL ALCOHOLIC BEVERAGE SALES MUST BE FOR CONSUMPTION AT THE EVENT SITE ONLY.

NO ALCOHOLIC BEVERAGES SHALL LEAVE A SPECIAL EVENT UNLESS THEY ARE IN AUCTION WINE OR DISTILLED SPIRITS PULL SEALED CONTAINERS OR THE SPECIAL EVENT LICENSE IS STACKED WITH WINE /CRAFT DISTILLERY FESTIVAL LICENSE.

5. What type of security and control measures will you take to prevent violations of liquor laws at this event?
(List type and number of police/security personnel and type of fencing or control barriers, if applicable.)

Number of Police 3 Number of Security Personnel Fencing Barriers

Explanation: We will hire atleast three individuals to monitor the premises.

SECTION 10 Dates and Hours of Event. Days must be consecutive but may not exceed 10 consecutive days. See A.R.S. § 4-244(15) and (17) for legal hours of service.

PLEASE FILL OUT A SEPARATE APPLICATION FOR EACH "NON-CONSECUTIVE" DAY

	Date	Day of Week	Event Start Time AM/PM	License End Time AM/PM
DAY 1:	<u>12/31/2017</u>	<u>Sunday</u>	<u>5:00 p.m.</u>	
DAY 2:	<u>01/01/2018</u>	<u>Monday</u>		<u>2:00 a.m.</u>
DAY 3:	<u> </u>	<u> </u>	<u> </u>	<u> </u>
DAY 4:	<u> </u>	<u> </u>	<u> </u>	<u> </u>
DAY 5:	<u> </u>	<u> </u>	<u> </u>	<u> </u>
DAY 6:	<u> </u>	<u> </u>	<u> </u>	<u> </u>
DAY 7:	<u> </u>	<u> </u>	<u> </u>	<u> </u>
DAY 8:	<u> </u>	<u> </u>	<u> </u>	<u> </u>
DAY 9:	<u> </u>	<u> </u>	<u> </u>	<u> </u>
DAY 10:	<u> </u>	<u> </u>	<u> </u>	<u> </u>

SECTION 11 License premises diagram. The licensed premises for your special event is the area in which you are authorized to sell, dispense or serve alcoholic beverages under the provisions of your license. Please attach a diagram of your special event licensed premises. Please show dimensions, serving areas, fencing, barricades, or other control measures and security position.



ATTACH DIAGRAM

Please contact the local governing board for additional application requirements and submission deadlines. Additional licensing fees may also be required before approval may be granted. For more information, please contact your local jurisdiction.

SECTION 12 Local Governing Body Approval Section.

Date Received: _____			
I, _____ (Government Official)	_____ (Title)	recommend	<input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL
On behalf of _____ (City, Town, County)	_____ Signature	_____ Date	_____ Phone

SECTION 13 For Department of Liquor Licenses and Control use only.

<input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	BY: _____	DATE: ____/____/____
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A.R.S. § 41-1030. Invalidity of rules not made according to this chapter; prohibited agency action; prohibited acts by state employees; enforcement; notice

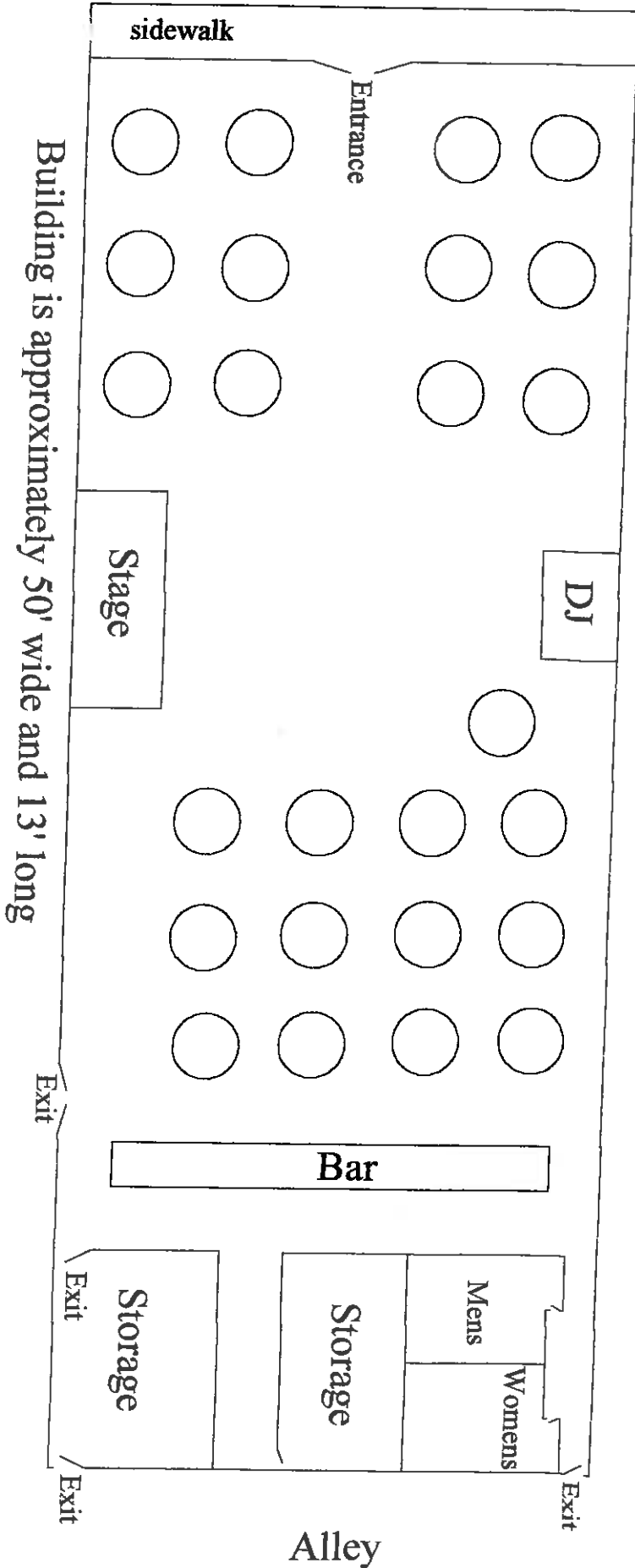
B. An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition.

D. THIS SECTION MAY BE ENFORCED IN A PRIVATE CIVIL ACTION AND RELIEF MAY BE AWARDED AGAINST THE STATE. THE COURT MAY AWARD REASONABLE ATTORNEY FEES, DAMAGES AND ALL FEES ASSOCIATED WITH THE LICENSE APPLICATION TO A PARTY THAT PREVAILS IN AN ACTION AGAINST THE STATE FOR A VIOLATION OF THIS SECTION

E. A STATE EMPLOYEE MAY NOT INTENTIONALLY OR KNOWINGLY VIOLATE THIS SECTION. A VIOLATION OF THIS SECTION IS CAUSE FOR DISCIPLINARY ACTION OR DISMISSAL PURSUANT TO THE AGENCY'S ADOPTED PERSONNEL POLICY.

F. THIS SECTION DOES NOT ABROGATE THE IMMUNITY PROVIDED BY SECTION 12-820.01 OR 12-820.02.

Haskell Ave.



Building is approximately 50' wide and 13' long

Alley